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MEMO

TO: LTH grantees

FROM: Wilder Research

RE: Getting ready for HMIS

DATE: 01/13/2006

Here are a few things to consider as your programs get ready for HMIS. These issues mostly affect grantees with multiple organizations involved in the process:

- One step is to have a legal agreement signed for HMIS by the agency, called an Agency Agreement. This document is usually signed by an organization's director. Each program should decide which agency is responsible for signing and returning the document. Communicate with Wilder Research who to send this information to.
- If an agency is covered by HIPAA, a Business Associate's Agreement (BAA) is also needed with the Amherst H. Wilder Foundation. This document should be generated by one of the grantee agencies and two signed copies sent to Wilder Research.
- Decide which agency will be responsible for payments to Wilder. Payments must be received for user licenses, training, and agency set-up before getting access to the system.
- How many users will your agency have? Consider who will need to enter and access the data for reporting along with potential users' computer skills.